

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/12/2024

Date: November 12, 2024

To: President & Trustees

From: Maggie Walsh, Data Specialist

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	L. Engberg	J. Armesy	M. Anderson	A. Lee	M. Hanson	C. Spitzock
S. Flaherty	M. Walsh	D. Czaruk	S. Coomes	A. Shingledecker		S. Bicos.
K. Wiegert	D. McHale	C. Davey	R. Zachman	S. Hanson		N. Sikora
J. Herra	B. Bendle					

Battalion Chief C. Spitzock led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Awards & Recognition

- Battalion Chief Spitzock presented an award for outstanding level of medical care for an incident that occurred on September 11, 2024. Due to the outstanding care provided to the patient during this incident, organ donation was possible through the Gift of Hope organization to multiple recipients. The following member of ECFPD and the Elburn Police Department were recognized:
 - Elburn Police Office J. Herra
 - Elburn Police Officer B. Bendle
 - Battalion Chief D. Czaruk
 - Lieutenant K. Suriano
 - FF/PM S. Bicos
 - FF/PM K. Wiegert
 - FF/EMT-B C. Davey
 - FF/EMT-B R. Zachman

President Comments:

- Trustee Reynolds thanked Fire Marshal Schopp and the Union for their continued support of the Elburn Project Fire Buddies chapter.

Attorney Comments:

- Attorney Flaherty reminded the Board of Trustees that the legislature is in recess until the New Year.

Chief M. Huneke Comments:

- a) Personnel Matters
 - Chief M. Huneke informed the Board of Trustees that there were 52 applications submitted for the 2025 BOF Academy.
 - Chief M. Huneke noted that the full-time Firefighter/Paramedic application period is open and will conclude in January of 2025. The application was recently approved to be posted on social media to reach a wider audience of applicants.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/12/2024

- Chief M. Huneke informed the Board that Deputy Chief Matt Hanson's contract will expire in May of 2025. He requested that the contract be presented for ratification at the December 2024 Board of Trustees Meeting instead of waiting until April of 2025.
- Chief M. Huneke noted that the Leadership 360 program with Chris Trudy has begun. The program's participants includes all Chief Officers and the first portion of the program will conclude December 6, 2024.
- Chief M. Huneke also stated that the concrete work at Station 1 has been completed. The work at Station 2 is in progress and will be completed in the next few weeks. He noted that due to an incomplete application, the lowest bid was rejected from the RFP process and instead second lowest bidder was chosen.
- Chief M. Huneke reminded the Board of Trustees that the State of the Department meeting is scheduled for November 19th, 2024
- Trustee Reynolds requested an update on the ongoing Station Alerting project. Chief M. Huneke explained that the delays are due to outside agencies and that TriCom is aware of ECFPD's frustration. Chicomm has not been paid the remainder of the funds due in order to uphold the warranty of the install and product until the system is functional.

Deputy Chief M. Hanson Comments:

- a) Incident Reporting
 - Deputy Chief M. Hanson reviewed the incident report with the Board of Trustees. A copy has been placed on file.

Battalion Chief Comments:

- a) Training & Operations Update
- b) EMS & Safety Update
- c) Support Services Update
- No Update

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Chief Huneke recommended that the Board of Trustees accept the submitted Fire Prevention Bureau report. A copy has been placed on file.

CONSENT AGENDA

Consider any motions to remove any item from consent agenda and place that item under the new business or old business portion of the meeting as appropriate.

Motion to approve consent agenda items # 2 through # 6

- 1) Approve District Trustee Minutes for October 8, 2024
 - removed from the consent agenda due to a request for discussion
- 2) Approve District Trustee Executive Session Minutes for October 8, 2024
- 3) Approve District Trustee Special Minutes for October 25, 2024
- 4) Approve Treasurers Report for October 2024

Elburn & Countryside Fire Protection District

Board of Trustees Meeting

11/12/2024

- 5) Approve the October bills in the amount of \$689,159.04
- 6) Approve Payroll Report for October 2024

L. Engberg made a motion to approve consent agenda items #2 through #6. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - Battalion Chief Spitzcock provided an update on recent Foreign Fire Insurance Board Activities and Expenditures.

Pension Board Report:

- Chief M. Huneke provided the Board of Trustees a report of the Pension Board.

Old Business:

- 1) Kaneland CUSD 302 and Kaneville Fire Department Update
 - Chief M. Huneke updated the Board of Trustees that there has been an increase in calls for mutual aid responses to Kaneville. He will continue to monitor responses and provide updates.
 - Deputy Chief Hanson informed the Board of Trustees that a multi-agency Active Shooter Drill was hosted by Kaneville on October 29th, 2024 at Kaneland High School. The drill went well and ECFPD personnel demonstrated professionalism, leadership and a high-level of proficiency throughout the drill.
- 2) Sugar Grove Annexation
 - No Update
- 3) LaFox Development Update
 - Chief M. Huneke informed the Board of Trustees that the Village of Campton Hills has expressed interest in the development/annexation. He noted that this would include a large portion of greenspace and would adopt the Village's requirements for larger home and lot sizes.
- 4) EMS/MC Billing Update
 - Chief M. Huneke informed the Board of Trustees that the auditors and accountants have completed their review of all accounts that have been sent to collections from 2011 to present. Their review has found that the District is owed \$5,800 from the collection agency. The collection agency has agreed to pay the missing sum in its entirety. Attorney Flaherty inquired if the collection agency would require a release to be signed prior to releasing the funds. Chief M. Huneke did not know and will provide an answer at a later date.
A conversation was had about the current practices for collecting ambulance revenue. It was determined that going forward an updated practice would be established in-house on a temporary basis. Chief M. Huneke will work with Attorney Flaherty to update any language necessary in the Ambulance Billing ordinance along with drafting a patient contact letter.

New Business:

- 1) Proposed Levy and Property Tax Increase
 - a) Motion to approve the Ordinance #2024-02; Levy & Assessing Taxes for ECFPD

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/12/2024

- Attorney S. Flaherty reminded the Board of Trustees that proposed Levy increase for fiscal year 2024-2025 would be 4.99%. This would include the pension levy.

A. Lee made a motion to approve the annual audit report. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) VFIS Property, Casualty, Auto, and Professional Insurance plus Bond Proposals and Options
 - a) Motion to approve Property & Casualty Insurance in the amount of \$75,583.00
- Chief M. Huneke expressed his displeasure with VFIS's lack of timeliness in getting the renewal quote to ECFPD. He noted that VFIS passed along their apologies and that they had agreed to ensure that quotes would be available at least 45 days prior to renewal in the future.

M. Anderson made a motion to approve the VFIS Property, Casualty, Auto and Professional Insurance plus Bond Proposals in the amount of \$75,583.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

- Roll Call Vote

- 5 Ayes
- 0 Nays
- 0 Absent

- 3) Accident, Health & Personal Injury Policy Renewal
 - a) Motion to approve the renewal of Accident, Health & Personal Injury Policy in the amount of \$10, 768.00.
- Chief M. Huneke presented the policy with two options to the Board of Trustees. Chief M. Huneke recommended that the Board of Trustees approve the policy renewal with the provision for cancer coverage as outlined on pages 7 and 8.

A. Lee made a motion to approve the recommended Accident, Health & Personal Injury Policy in the amount of \$10, 768.00. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 4) Health Insurance Renewal
 - a) Motion to approve retaining One Digital as the ECFPD's Benefits Administrator.
- Chief M. Huneke provided the Board of Trustees with an estimate of Fiscal Year 2024-2025's Health Insurance Premiums from One Digital. He stated that there will be an 8.39% increase over current premiums, which is significantly lower than statewide averages.

J. Armesy made a motion to approve retaining One Digital as the ECFPD's Benefits Administrator. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/12/2024

0 Absent

5) Emotional Therapy Dog

- Chief M. Huneke shared with the Board of Trustees an update on the costs of obtaining an emotional therapy dog for ECFPD.
 - The first year would be approximately \$11,230 which would include the cost of all training
 - Annual costs would be approximately \$2,500 after the first year
- Chief M. Huneke noted that ECFPD has the support of Southern Fox Valley EMS System should the decision be made to move forward.
- The decision was made to table the discussion of the emotional therapy dog until the December Board of Trustees Meeting.

6) Any other new business matters or consideration of items removed from the consent agenda

- Attorney S. Flaherty provided a brief update on the divestiture process of the pension of former employee G. Algrim. The process is ongoing and he will provide updates as they become available.

7) Amendments to the October 8, 2024 Board of Trustees Meeting Minutes

- The Board approved the minutes of the October 8, 2024 Board of Trustees Meeting with the following amendments on Page 1:
 - The current list expires on March 20th 2025
 - Second paragraph from the bottom, the words “to March 2023” should be struck

Good of the Organization:

- No report

Executive Session:

- None

At 5:40 pm, M. Anderson made a motion to adjourn the meeting. J. Armesy seconded the motion. The meeting was adjourned by unanimous consent.

Respectfully Submitted,
Maggie Walsh, Data Specialist
Elburn & Countryside Fire Protection District